

DIRECT CONSTRUCTION SUPERVISOR II  
OPEN EXAMINATION - STATEWIDE

STATE OF CALIFORNIA  
DEPARTMENT OF GENERAL SERVICES

SALARY RANGE: \$7038 - \$8489  
FINAL FILING DATE: CONTINUOUS\*



IT IS AN OBJECTIVE OF THE STATE OF CALIFORNIA TO ACHIEVE A DRUG-FREE STATE WORK PLACE. ANY APPLICANT FOR STATE EMPLOYMENT WILL BE EXPECTED TO BEHAVE IN ACCORDANCE WITH THIS OBJECTIVE SINCE USE OF ILLEGAL DRUGS IS INCONSISTENT WITH THE LAW OF THE STATE, THE RULES GOVERNING CIVIL SERVICE AND THE SPECIAL TRUST PLACED IN PUBLIC SERVANTS.

\*Testing is considered continuous as dates can be set at any time. The testing office shown below will accept applications continuously and will notify and test applicants as needs warrant.

**WHO MAY APPLY** This is an OPEN STATEWIDE examination for the Department of General Services. Anyone who meets the minimum qualifications as stated below may apply. Applications will not be accepted on a promotional basis. Career Credits do not apply.

**HOW TO APPLY** Applications are available upon request and may be filed in person or by mail. Resumes alone will not be accepted. Applications (Form 678) must be POSTMARKED no later than the final filing date. Applications postmarked, personally delivered or received via interoffice mail after the final filing date will not be accepted for any reason. **FAXED APPLICATIONS WILL NOT BE ACCEPTED.** Submit applications to:

DEPARTMENT OF GENERAL SERVICES  
OFFICE OF HUMAN RESOURCES  
MAILING ADDRESS: P.O. BOX 989052  
WEST SACRAMENTO, CA 95798-9052

STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR  
WEST SACRAMENTO, CA 95605

**NOTE:** Accepted applicants are required to bring either a photo identification card or two forms of signed identification to each phase of the examination.

**TESTING PERIOD** A candidate may be tested only once during any 12 month consecutive period.

**SPECIAL TESTING ARRANGEMENTS** If you have a disability and need special testing arrangements, mark the appropriate box in Part 2 of the application. You will be contacted to make specific arrangements.

**REQUIREMENTS FOR ADMITTANCE TO THE EXAMINATION** Applicants must meet the experience/education requirements by the final filing date. Your signature on your application indicates that you have read, understood and possess the qualifications required. Qualifying experience may be combined on a proportionate basis if the requirements stated below include more than one pattern and are distinguished as "Either I", or "Or II", etc. For example, candidates possessing qualifying experience amounting to 50% of the required time of Pattern I, and additional experience amounting to 50% of the required time of Pattern II, may be admitted to an examination as meeting 100% of the overall experience requirement.

**NOTE:** Applications/resumes **MUST** contain the following information: "to" and "from" dates (month/day/year), time base, civil service class title(s), and range, if applicable. College course information **MUST** include: title, semester or quarter credits, name of institution, completion dates, and degree (if applicable). **Applications/resumes received without this information will be rejected.**

**MINIMUM QUALIFICATIONS** **Either I**  
Two years of experience performing the duties of a Direct Construction Supervisor I, Construction Supervisor I, Restoration Supervisor II, or Construction Office Manager I in the California state service.  
**Or II**  
Five or more years' experience as a contractor or superintendent in full-time direction of craft supervisors involved with several major crafts engaged in construction or alteration of major buildings, such as schools, hospitals, or other large buildings; pre-paid planning methods, and estimating time and material costs; ordering equipment and materials. At least two years shall have been in charge of multiple projects in multiple projects for a contractor or a large construction firm;  
**And**  
**Education:** Equivalent to graduation from college with major work in architecture or engineering. (Additional qualifying experience may be substituted for the required education on a year-for-year basis.)

**SPECIAL PERSONAL CHARACTERISTICS** Tact, keenness of observation, and physical stamina.

**THE POSITION** Under general direction of a Direct Construction Supervisor III, the Direct Construction Supervisor is responsible for supervision and coordination of all direct construction projects statewide; and to do other related work. Positions are located throughout the state.

**EXAMINATION INFORMATION** **Performance Test – Weighted 25%**  
**Qualifications Appraisal – Weighted 75%**  
This examination will consist of a **Performance Test** weighted 25% and a **Qualifications Appraisal Interview** weighted 75%. In order to obtain a position on the eligible list, a combined rating of 70% in each phase of the exam must be attained. **Competitors who do not appear for the interview will be disqualified.** Exams are held in Sacramento and Los Angeles. Additional locations will be scheduled if the need warrants.

DEPARTMENT OF GENERAL SERVICES ❖ OFFICE OF HUMAN RESOURCES  
MAILING ADDRESS: P.O. BOX 989052 ❖ WEST SACRAMENTO, CA 95798-9052 ❖ (916) 376-5400  
STREET ADDRESS: 707 THIRD STREET, 7<sup>TH</sup> FLOOR ❖ WEST SACRAMENTO, CA 95805  
California Relay (Telephone) Service for the Deaf/Hearing Impaired: From TDD 1-800-735-2929, From Voice 1-800-735-2922

SCOPE	<p>In addition to evaluating the competitor's relative abilities as demonstrated by quality and breadth of experience, emphasis in the examining interview will be on measuring competitively, relative to job demands, each competitor's:</p> <p>A. <b>Knowledge of:</b></p> <ol style="list-style-type: none"><li>1. Materials, methods, and processes involved in the construction of wood, steel, frame, masonry and concrete buildings;</li><li>2. Work of the various building trades;</li><li>3. Various codes and safety orders applicable to building construction;</li><li>4. Construction contracting practices, including estimating division of work, scheduling and organizing construction work;</li><li>5. Plumbing, heating and ventilating and electrical work;</li><li>6. Principles of effective supervision;</li><li>7. The Department's Equal Employment Opportunity Program objectives;</li><li>8. The supervisor's role in the Equal Employment Opportunity Program and the processes available to meet equal employment opportunities.</li></ol> <p>B. <b>Ability to:</b></p> <ol style="list-style-type: none"><li>1. Read and understand construction plans and specifications;</li><li>2. Calculate material quantities;</li><li>3. Direct the work of others;</li><li>4. Prepare clear and comprehensive reports and correspondence.</li></ol>
ELIGIBLE LIST INFORMATION	<p>An OPEN STATEWIDE eligible list will be established for the Department of General Services. Names of successful candidates will be merged onto the list in order of final scores regardless of the date eligibility is established. Eligibility expires 12 months after it is established.</p>
VETERANS' PREFERENCE	<p>Veterans' Preference Credit will not be granted in this examination since it does not qualify as an entrance examination under the law.</p>

GENERAL INFORMATION

**It is the candidate's responsibility** to contact the DGS Office of Human Resources at (916) 376-5400 three days prior to the written test date if s/he has not received his/her notice; or three weeks after the final filing date if there is no written test.

**If a candidate's notice of oral interview** or performance test fails to reach him/her prior to the day of the interview due to a verified postal error, s/he will be rescheduled upon written request.

**Applications are available** at State Personnel Board offices, local offices of the Employment Development Department, the Department noted on the bulletin or on the Internet at <http://www.spb.ca.gov>.

**If you meet the requirements** stated on the reverse, you may take this examination, which is competitive. Possession of the entrance requirements does not assure a place on the eligible list. Your performance in the examination described on the other side of this bulletin will be compared with the performance of the others who take this test, and all candidates who pass will be ranked according to their scores.

**The Department of General Services** reserves the right to revise the examination plan to better meet the needs of the service if the circumstances under which this examination was planned change. Such revision will be in accordance with the civil service law and rules and all competitors will be notified.

**Examination Locations:** When a written test is part of the examination, it will be given in such places in California as the number of candidates and conditions warrant as determined by the departmental testing office. Ordinarily, interviews are scheduled in Sacramento, San Francisco and Los Angeles. However, locations of interviews may be limited or extended as conditions warrant.

**Eligible Lists:** Eligible lists established by competitive examination, regardless of date, must be used in the following order: 1) subdivisional promotional, 2) departmental promotional, 3) multidepartmental promotional, 4) servicewide promotional, 5) departmental open, 6) open. When there are two lists of the same kind, the older must be used first. Eligible lists will expire from one to four years unless otherwise stated on this bulletin.

**General Qualifications:** Candidates must possess essential personal qualifications including integrity, initiative, dependability, good judgment, and ability to work cooperatively with others; and a state of health consistent with the ability to perform the assigned duties of the class. A medical examination may be required. In open exams investigation may be made of employment records and personal history--fingerprinting may be required.

**Interview Scope:** If an interview is conducted, in addition to the scope described on this bulletin, the panel will consider education, experience, personal development, personal traits, and fitness. In appraising experience, more weight will be given to the depth, breadth and recency of pertinent experience and evidence of the candidate's ability to accept and fulfill increasing responsibilities than to the length of his/her experience. Evaluation of a candidate's personal development will include consideration of his/her efforts toward self-development.

**Veterans' Preference:** If this examination is an entrance examination as defined in Government Code Section 18973.5, veterans' preference credits will be added to the final score of all competitors who are successful in this examination and who qualify for, and have requested these points. Due to changes in the law, which were effective January 1, 1996, VETERANS WHO HAVE ACHIEVED PERMANENT CIVIL SERVICE STATUS ARE NOT ELIGIBLE TO RECEIVE VETERANS' CREDITS. Directions for applying for veterans' preference are on the Veterans' Preference Application form which is available from the State Personnel Board office and the Department of Veterans Affairs, P. O. Box 1559, Sacramento, CA 95807.

**High School Equivalence:** Equivalent to completion of the 12<sup>th</sup> grade may be demonstrated in any one of the following ways: 1) passing the General Educational Development (GED) Test; 2) completion of 12 semester units of college-level work; 3) certification from the State Department of Education, a local school board, or high school authorities that the candidate is considered to have education equivalent to graduation from high school; or 4) for clerical and accounting classes, substitution of business college work in place of high school on a year-for-year basis.

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TDD is a Telecommunications Device for the Deaf and is reachable only from telephones equipped with a TDD device.  
California Relay (Telephone) Service for the Deaf or Hearing Impaired:  
From TDD phones 1-800-735-2929    ☎    Voice 1-800-735-2922